

TRAINING OPPORTUNITIES

REVISED 5/31/2018

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Online Harassment Prevention Training	\$0*	KS Human Rights Commission (KHRC) - Visit online at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self-Paced	General IT Security Awareness Training (ID #: 1070513) KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	\$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce - General IT Security Awareness & KS New Employee Orientation Successfully Dealing with Challenging Customers Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	<u>IT Security Awareness:</u> This online training presents information necessary for IT system managers, administrators & users to demonstrate awareness of system security requirements & discuss user's responsibility to protect IT systems & data. <u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. <u>Successfully Dealing with Challenging Customers:</u> This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.
On-going Self-Paced	FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.

On-going Self-Paced	FMLA Training for Employees	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/employee FMLA5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.
On-going Self-Paced	HIPAA Awareness (ID #: 1047429) HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478) HIPAA: Right to Access & Documentation (ID #: 1072486)	\$0*	KS Department of Health & Environment (KDHE) - Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	<u>HIPAA Awareness:</u> After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations. <u>HIPAA: Allowable Disclosures & Safeguards:</u> After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information. <u>HIPAA: Right to Access & Documentation:</u> After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	\$0*	KS Human Rights Commission (KHRC) - Ruth Glover at: Ruth.Glover@ks.gov	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: mrohleder@kshs.org	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.

On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: mrohleder@kshs.org	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.
On-going Self- Paced	State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL & register for your personal account & use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass & register for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	\$0*	Employee Assistance Program (KDHE) - Shannon Elwell at: Shannon.Elwell@ks.gov or Alec Hawley at: ahawley@compsych.com	Online	All Employees	ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost. Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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June 2018 Course Information						
Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
6/19/2018 - 8:30 AM to 11:30 AM	*FEATURED* Expressing Yourself with Skill (RVHR1504)	\$0*	KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov	Zibell Building 300 SW 29th Street, Topeka KS	All Employees	Though conflict is viewed by many individuals & organizations as something that should be avoided, conflict is a natural result of working together. The key to maintaining positive working relationships is using the conflict that occurs in a positive way. It is only when individuals are allowed to draw out & value different points of view & discuss them in an open atmosphere that conflict becomes a successful ingredient in the workplace. In order to do this, it is helpful for employees to learn about positive communication. This course provides employees & supervisors the tools to Express Yourself with Skill.
6/7/2018 - 8:30 AM to 4:30 PM	Project Management (RVHR3505)	\$0*	KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov	Zibell Building 300 SW 29th Street, Topeka KS	All Employees	If you have ever painted a room in your house or coordinated the holiday luncheon for your team, you already have experience in project management. This course will look at a structured approach to Project Management that will give you tips to improve your management skills, as well as new ideas/approached to team building.
6/13/2018 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people & how these opinions can impact our communication styles & behavior in a positive or negative way.
6/13/2018 - 12:30 PM to 3:30 PM	Building Better Workplace Relationships	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course is a two hour program which examines the importance of having good relationships with those you work with & how to strengthen the relationships of those people that don't naturally get along with one another. This is important to the morale & productivity in our workgroups since we spend more waking hours with the people that we work with then we do with the people we live with.
6/14/2018 - 8:30 AM to 3:30 PM	Leading with Emotional Intelligence	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course introduces participants to the field of Emotional Intelligence primarily through the works of author Daniel Goleman. Participants will discover the role EI plays in effective leadership along with the necessary behavioral competencies for success in positively influencing others.
6/14/2018 - 1:00 PM to 5:00 PM	Project Management Methodology Executive Overview	\$0*	KS Information Technology Office (KITO) - Carolynn Ingram at: KITO@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory	Project Management Oriented Individuals	The course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles & responsibilities, the planning process, and project phases. Participants will learn the purpose of PMM & the importance of it to a project's success. The course also covers the importance of the roles & responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that are submitted during planning, execution, and close-out.

6/19/2018- 6/21/2018 - 8:30 AM to 3:30 PM	MicroStation	\$170	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is a basic level class for users to learn the tools associated with this engineering design software.
6/20/2018 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar & Reading Pane. Create groups, shortcuts & address books; customize email options, set alerts & use voting buttons. Use & customize instant search of the Inbox, all folders, Contacts, Tasks & Calendar. Use categories, Rules & Automatic Reply messages. Use advanced methods of setting up, organizing & moving items within folders & sub-folders (including folder clean-up & deletion of folders). Create, delete & use public folders & learn to post & delete items within public folders.
6/21/2018 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (KDoA) - Register online at: https://www.surveymonkey.com/r/PMP6-21-18	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form & procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies & discusses how specific attendee's issues could be addressed.
6/21/2018 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master & insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art & drawing tools. Students will add & modify action buttons, use advanced delivery techniques, customize & create toolbars & create macros.
6/21/2018 - 3:00 PM to 4:00 PM	Learning to Relax	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/5305266037212765955	Online	All Employees	Stress is experienced in the body as tension. To manage stress we have several choices: reduce or eliminate the stressor, think about the stressor differently so it can no longer cause tension or change the way our body reacts to stress. This course will address the third option through exploring a variety of relaxation techniques to calm the body & mind.
6/26/2018 - 10:00 AM to 11:00 AM	Secrets to Self- Motivation	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/SecretsforSelf-Motivation	Landon State Office Building, Conference Room 509	All Employees	Your attitude & beliefs about your likelihood of success can predict whether or not you actually succeed. If you actively keep your internal motivation high, you can significantly increase the likelihood of achieving your hopes, dreams & visions of your future.

6/28/2018 - 8:30 AM to 3:30 PM	ArcGIS Online	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees using AGOL	What is Online? Accessing online & adding data. Create a web map & analysis data. Share data. Use an existing map. Getting to know the mapping functions. Drawing order. Legend formatting. Basemap. Adding layers. Change style. Analyze. Save & share.
6/28/2018 - 9:00 AM to 3:00 PM	Learning to Lead	\$0*	KS Department of Administration (KDoA) - Jolene Flowers at: Jolene.Flowers@ks.gov	Landon State Office Building, Conference Room 509	Non- Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow & equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future & discovering the personal values that influence your attitudes & behavior.
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July 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/6/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
7/10/2018 - 8:30 AM to 3:30 PM	Excel 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing & comparing large amounts of data; change PivotTable view by moving fields and by hiding & showing details; improve the appearance of a PivotTable by changing its field settings & applying a format; Create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file & import data from a text file into an Excel workbook; Import XML data into a workbook & export data from a workbook to an XML data file and use Microsoft Query & the Web query feature to import data from external databases.

7/11/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with & run macros. You will also create a master document, table of contents, footnotes, endnotes & cross-references.
7/12/2018 - 8:30 AM to 3:30 PM	Windows 10 Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify & open objects on the Windows Desktop, use the Windows XP Help and Support Center, navigate the folder hierarchy & search for files by using My Computer and Windows Explorer, manage files & folders and work with the Recycle Bin, create simple word processing documents & drawings by using the WordPad & Paint accessories, customize the desktop by creating desktop shortcuts and using the Control Panel and Browse the Internet by using Internet Explorer & turn off Windows.
7/16/2018- 7/20/2018 - 8:30 AM to 4:30 PM	Project Management Methodology Certification (PMM I) MUST BE TAKEN WITH PMM II & III	\$575	KS Information Technology Office (KITO) - Carolynn Ingram at: KITO@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory	Project Management Oriented Individuals	This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor and guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage, and team conflicts. For certification as a Kansas IT Project Manager, the participant must complete weeks I, II, and III and successfully pass a final examination. PMM I - Initiating, Planning, Integration and Staffing
7/19/2018 - 11:00 AM to 12:00 PM	Reinventing Yourself	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/7827682050772779523	Online	All Employees	We can choose to reinvent ourselves as the people we would like to become, rather than waiting for the future to find us. This session will look at getting started with self-reflection and planning. We'll also look at self-improvement techniques. The role of mentors will be examined as well as ways to stay motivated
7/24/2018 - 8:30 AM to 3:30 PM	Office 2016 New Features	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course takes users through the new features in MS Office 2016: Word, Excel, PowerPoint & Outlook.

7/25/2018 - 8:30 AM to 3:30 PM	Visio Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course is for people with little to zero Visio experience. Students will learn to navigate in a file, work with stencils, select & resize objects, draw & reshape objects, plan a flowchart, create a simple organizational chart, format text/text blocks, create network, rack & brainstorm diagrams, use print features and more.
7/25/2018 - 8:30 AM to 3:30 PM	SQL Fundamentals	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins & subqueries. Upon class completion students will receive a certificate.
7/25/2018- 7/26/2018 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (HRHRSU0106)	\$0*	KS Department for Children & Families (DCF) - O'Ciana Cameron at: Ociana.Cameron@ks.gov For accommodations/questions contact Lisa Locke at: Lisa.Locke@ks.gov or (785) 291-3661	DCF DDS 2820 SW Fairlawn, Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment, Appreciating Diversity, Teamwork, Conflict Management, Coaching, Feedback, Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
7/26/2018 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create & send messages, work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar and manage their Outlook folders.
7/26/2018 - 8:30 AM to 3:30 PM	The Road to Effective Communication	\$0*	KS Department of Transportation (KDOT) - Brooklyn Smith at: Brooklyn.A.Smith@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course is designed to give the participant an awareness of how they communicate with others, and how, with practice they can improve their communication skills.
7/26/2018 - 10:00 AM to 11:00 AM	Bringing Out the Best in Others	\$0*	KS Department of Administration (KDoA) and CompPsych - Register online at: https://www.surveymonkey.com/r/BringinOutBestinOthers	Landon State Office Building, Conference Room 509	All Employees	Whether in your personal or your professional life, are you the kind of person that brings out the best in others? Do people shine around you, or do they tend to withdraw, hesitant to show their best? Some people seem to have a knack for challenging, motivating and inspiring their friends, family members and coworkers. In this workshop, you'll learn how to do your part to make sure others are at their best around you.

7/30/2018-8/3/2018 - 8:30 AM to 4:30 PM	Project Management Methodology Certification (PMM II) MUST BE TAKEN WITH PMM I & III	\$540	KS Information Technology Office (KITO) - Carolynn Ingram at: KITO@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory	Project Management Oriented Individuals	This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor and guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage, and team conflicts. For certification as a Kansas IT Project Manager, the participant must complete weeks I, II, and III & successfully pass a final examination. PMM II - Budgeting, Quality, Change, Risk and Start-Up
7/31/2018 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window & an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.

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August 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/1/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save & close documents; use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; use the Undo and Redo commands. Select text; copy & move text; use the Find & Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs & creating lists and by setting paragraph indents & line spacing.
8/1/2018-8/2/2018 - 8:30 AM to 3:30 PM	Access 2016 Level 1	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Organize data efficiently by using a database management system; start Access and open Access databases; Use the Help feature. Plan and create a database; Use Datasheet view & Design view. Create tables and work in tables. Modify a table's design. Use the Find feature & the spelling checker. Sort, filter and delete records. Set field properties. Create input masks. Set validation rules; Create single & multiple-field indices. Create queries and sort & filter the results; modify queries; perform operations in queries. Create, modify and work with forms. Use them to find, sort & filter records. Create reports by using Auto Report, the Report Wizard, Design view & queries and modify & print report.

8/2/2018 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create & send messages, work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar and manage their Outlook folders.
8/3/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
8/7/2018- 8/8/2018 - 8:30 AM to 3:30 PM	Crystal Reports Level 1	\$270	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design & the creation of presentation quality reports.
8/9/2018 - 8:30 AM to 4:30 PM	PowerPoint 2016 Level 1	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course teaches you how to create, modify, format, build and run PowerPoint slide shows, as well as use WordArt, AutoShapes, ClipArt & graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane and create tables using tabs. You will also learn to use the Slide transition task pane.
8/13/2018- 8/17/2018 - 8:30 AM to 4:30 PM	Project Management Methodology Certification (PMM III) MUST BE TAKEN WITH PMM I & II	\$540	KS Information Technology Office (KITO) - Carolynn Ingram at: KITO@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory	Project Management Oriented Individuals	This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor and guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage, and team conflicts. For certification as a Kansas IT Project Manager, the participant must complete weeks I, II, and III & successfully pass a final examination. PMM III - Execution, Monitoring and Close-Out

8/15/2018 - 8:00 AM to 10:00 AM	2018 Retirement Planning Seminar	\$15	KS Department of Administration (KDoA) - Drue Campbell at: Drue.Campbell@ks.gov	Topeka Public Library, Marvin Auditorium 101 ABC	Employees within 5 years of retirement and employees planning to retire within the next year	This is a one-day seminar and it has been designed and is specifically for employees who are close to retirement eligibility & would like practical information to help prepare for retirement. If you are planning to retire within the next few years, this is the seminar for you! Experts will cover the following topics: KPERS, Kansas Deferred Compensation, Social Security, Legal Issues, Tax Considerations, Health Insurance, Medicare and the Personnel process as it relates to retirement. <i>Seating is limited therefore, preference will be given to employees within 5 years of retirement and those planning to retire within the next year. However, employees of any age interested in attending are encouraged to attend if space is available.</i>
8/15/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns & sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders & shading, using the Table Auto Format command & drawing a table. Import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails. Create and manipulate Headers & Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
8/16/2018 - 8:30 AM to 2:30 PM	Excel 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets and send a workbook via e-mail.
8/16/2018 - 11:00 AM to 12:00 PM	Overcoming Your Distorted Negative Thinking	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/4794673727994567683	Online	All Employees	Have you had an argument with your spouse/significant other that impacted your whole day? Maybe you had thoughts like, "I'm such a jerk," or, "All we do is fight." Have you ever been stuck in traffic thanks to an accident? Maybe you said to yourself, "I knew I shouldn't have gone this way," or, "This always happens to me." Statements like these are common reactions to scenarios in our lives, but they are inaccurate & distort the way we see ourselves and the world around us. This session will examine the 10 Cognitive Distortions & how they impact our mood and create faulty beliefs about ourselves & the world around us. Through examining these distortions we will identify ways to challenge negative thoughts & limit the impact they have on our lives.
8/21/2018 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (KDoA) - Register online at: https://www.surveymonkey.com/r/PMP8-21-18	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form & procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies & discusses how specific attendee's issues could be addressed.

8/22/2018 - 8/23/2018 - 8:30 AM to 3:30 PM	Access 2016 Level 2	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships & implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query & use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields & a combo box to a form.
8/23/2018 - 8:30 AM to 3:30 PM	ArcGIS Online	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees using AGOL	What is Online? Accessing online & adding data. Create a web map & analysis data. Share data. Use an existing map. Getting to know the mapping functions. Drawing order. Legend formatting. Basemap. Adding layers. Change style. Analyze. Save & share.
8/23/2018 - 8:30 AM to 4:00 PM	Tools for Crucial Conversations (HRGSCO0402)	\$0*	KS Department for Children & Families (DCF) - O'Ciana Cameron at: Ociana.Cameron@ks.gov For accommodations/questions contact Lisa Locke at: Lisa.Locke@ks.gov or (785) 291-3661	DCF DDS 2820 SW Fairlawn, Topeka KS, Large Conference Training Room	Managers & Supervisors	Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies.
8/28/2018 - 10:00 AM to 11:00 AM	Reinventing Yourself	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/ReinventingYourself	Landon State Office Building, Conference Room 509	All Employees	We can choose to reinvent ourselves as the people we would like to become, rather than waiting for the future to find us. This session will look at getting started with self-reflection and planning. We'll also look at self-improvement techniques. The role of mentors will be examined as well as ways to stay motivated
8/28/2018 - 8/29/2018 - 8:30 AM to 3:30 PM	Adobe Pro with Forms	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will create PDF documents, convert to different formats, customize settings, edit documents, add bookmarks, etc. They will create interactive forms, import & export form data and print & batch process PDF documents.

8/29/2018 - 1:30 PM to 4:30 PM	Using the AMP for Web Accessibility	\$0*	KS Office of Information Technology Services (OITS) - Carolynn Ingram at: KITO@ks.gov	Building 100 Training Room 103	All Employees	This training on how to use the Accessibility Management Platform (AMP), the web accessibility assessment tool made available by OITS, will cover general usage of the tool, including AMP testing options, report navigation, user interface features & the browser extension components; while providing hands-on-experience and answers to your questions. Regular evaluation with AMP is a key component of our critical, ongoing efforts to improve the accessibility of all of our websites & web applications, so whether you are new to AMP or would just like a refresher on how to get the most out of it, we hope you will take this opportunity to become more familiar with this essential tool.
8/30/2018 - 8:30 AM to 3:30 PM	Excel/Access 2016 Integration	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is for students with Excel and Access experience. It is recommended that students in this class have taken at least Access Level 3 & Excel Level 1 (or have equivalent experience). Knowledge of the normalization or design view of forms or macros is essential. Students in this class will learn how to prepare an Excel spreadsheet to integrate within Access, create action queries to separate the list into multiple tables & create a macro to automate the process.

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September 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/4/2018 - 8:30 AM to 3:30 PM	Windows Basics	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will identify & open objects on the Windows Desktop, use the Windows XP Help and Support Center, navigate the folder hierarchy & search for files by using My Computer and Windows Explorer, manage files & folders and work with the Recycle Bin, create simple word processing documents & drawings by using the WordPad & Paint accessories, customize the desktop by creating desktop shortcuts and using the Control Panel and Browse the Internet by using Internet Explorer & turn off Windows.
9/5/2018 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. Create groups, shortcuts & address books; customize email options, set alerts & use voting buttons. Use and customize instant search of the Inbox, all folders, Contacts, Tasks & Calendar. Use categories, Rules & Automatic Reply messages. Use advanced methods of setting up, organizing and moving items within folders & sub-folders (including folder clean-up & deletion of folders). Create, delete and use public folders & learn to post and delete items within public folders.

9/6/2018 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art & drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize & create toolbars and create macros.
9/7/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
9/11/2018- 9/12/2018 - 8:30 AM to 3:30 PM	Access 2016 Level 3	\$80	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries & attach an SQL statement to a command button. Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria and create action queries to add, delete & modify data in tables and to create new tables. Create & run macros to automate tasks and attach macros to the events of database objects. Create data validation & data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros & create macros to import/export database objects. Import Access objects into an active database from another Access database & Excel, export objects from one active database to another Access database, export/import XML documents.
9/11/2018- 9/12/2018 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (HRHRSU0106)	\$0*	KS Department for Children & Families (DCF) - O'Ciana Cameron at: Ociana.Cameron@ks.gov For accommodations/questions contact Lisa Locke at: Lisa.Locke@ks.gov or (785) 291-3661	DCF DDS 2820 SW Fairlawn, Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment, Appreciating Diversity, Teamwork, Conflict Management, Coaching, Feedback, Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
9/18/2018 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (KDoA) - Register online at: https://www.surveymonkey.com/r/PMP9-18-18	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form & procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies & discusses how specific attendee's issues could be addressed.

9/18/2018-9/20/2018 - 8:30 AM to 3:30 PM	Crystal Reports Level 2	\$400	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	This 3-day workshop is designed for experienced Crystal Report users. The intent of the course is to increase the design skills & expand into the expert features and powerful functionality of Crystal Reports. This workshop delves into the most complex techniques used for creating reports & solving reporting problems, as well as hands-on practice time with formula solutions.
9/18/2018-9/20/2018 - 8:30 AM to 4:30 PM	Mastering Project Management	\$245	KS Information Technology Office (KITO) - Carolynn Ingram at: KITO@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory	Project Management Oriented Individuals	This three-day course will provide an overview of the project management process. It will include applicable hands-on activities & team exercises to reinforce project management core competencies. Participants will learn tools & techniques which will help them run their projects faster & more effectively.
9/19/2018 - 11:00 AM to 12:00 PM	Secrets to Self-Motivation	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/6436610725636210179	Online	All Employees	Your attitude & beliefs about your likelihood of success can predict whether or not you actually succeed. If you actively keep your internal motivation high, you can significantly increase the likelihood of achieving your hopes, dreams & visions of your future.
9/25/2018 - 10:00 AM to 11:00 AM	Giving Effective Feedback in Personal or Work Situations	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/EffectiveFeedback173	Landon State Office Building, Conference Room 509	All Employees	Giving effective feedback is difficult. Most people avoid opportunities to give constructive feedback & give infrequent and often unhelpful positive feedback. This session addresses strategies on how to deliver effective feedback at work or at home. The training will offer multiple examples and provide participants with ample practice to learn how to give feedback that helps individuals improve performance.
9/26/2018 - 8:30 AM to 3:30 PM	Excel 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing & comparing large amounts of data; change PivotTable view by moving fields and by hiding & showing details; improve the appearance of a PivotTable by changing its field settings & applying a format; Create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file & import data from a text file into an Excel workbook; Import XML data into a workbook & export data from a workbook to an XML data file and use Microsoft Query & the Web query feature to import data from external databases.

9/27/2018 - 8:30 AM to 3:30 PM	Word 2016 Level 3	\$60	KS Department of Transportation (KDOT) - KCTC at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with & run macros. You will also create a master document, table of contents, footnotes, endnotes & cross-references.
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October 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/3/2018 - 8:30 AM to 4:00 PM	Tools for Crucial Conversations (HRGSCO0402)	\$0*	KS Department for Children & Families (DCF) - O'Ciana Cameron at: Ociana.Cameron@ks.gov For accommodations/questions contact Lisa Locke at: Lisa.Locke@ks.gov or (785) 291-3661	DCF DDS 2820 SW Fairlawn, Topeka KS, Large Conference Training Room	Managers & Supervisors	Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies.
10/5/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
10/17/2018- 10/18/2018 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (HRHRSU0106)	\$0*	KS Department for Children & Families (DCF) - O'Ciana Cameron at: Ociana.Cameron@ks.gov For accommodations/questions contact Lisa Locke at: Lisa.Locke@ks.gov or (785) 291-3661	DCF DDS 2820 SW Fairlawn, Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment, Appreciating Diversity, Teamwork, Conflict Management, Coaching, Feedback, Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
10/18/2018 - 10:00 AM to 11:00 AM	How to Receive Criticism & Make it Work for You	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Criticism173	Landon State Office Building, Conference Room 509	All Employees	Receiving criticism is an important & valuable skill. To achieve success in any endeavor we must be able to tolerate critical feedback & learn from it. However, receiving criticism is difficult for most people. Upon receiving criticism we feel vulnerable, become defensive & thereby miss opportunities to benefit from feedback. This workshop will help you explore why we become defensive, deliver tips for knowing when your "hot button" has been pushed & how to accept and integrate useful criticism. The training will also instruct through examples and/or role plays.

10/24/2018 - 3:00 PM to 4:00 PM	Strengthening Your Ability to Empathize	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/8456278345930522883	Online	All Employees	Everyone has heard the saying to "walk in their shoes." It is one of the simplest explanations of empathy. Understanding other peoples' outlook, being able to recognize their emotions and being sensitive to their situation is vital to communicate more effectively and build better relationships. This course will address ways to improve your capacity to demonstrate empathy.
10/25/2018 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	\$0*	KS Department of Administration (KDoA) - Register online at: https://www.surveymonkey.com/r/PMP10-25-18	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form & procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies & discusses how specific attendee's issues could be addressed.

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November 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/2/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
11/20/2018 - 3:00 PM to 4:00 PM	Where Are You Going? Goal Setting for Personal & Professional Success	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/1729289185824905731	Online	All Employees	Goal setting gives you long-term vision and short-term motivation. The process of setting goals allows you to choose where you want to go in your personal life as well as your professional career. A life without goals is like a road trip without a map. By knowing exactly what you want to achieve, you are less likely to get lost, and you will be happier and less frustrated along the way.
11/20/2018 - 1:00 PM to 4:00 PM	Performance Management Process (PMP)	\$0*	KS Department of Administration (KDoA) - Register online at: https://www.surveymonkey.com/r/PMP11-20-18	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form & procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies & discusses how specific attendee's issues could be addressed.
11/21/2018 - 10:00 AM to 11:00 AM	Using Kindness to Achieve Personal Success & Happiness	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Kindness173	Landon State Office Building, Conference Room 509	All Employees	Kindness is an admirable aspiration for anyone, and it also can be an effective way to achieve success. By being concerned about others we can build relationships & gain support. By serving others we can be happier about ourselves. Kindness can be more than the right thing to do, it can be a path to success & happiness.

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December 2018 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/7/2018 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (KDoA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
12/18/2018 - 10:00 AM to 11:00 AM	Laughter, Humor & Play to Reduce Stress & Solve Problems	\$0*	KS Department of Administration (KDoA) and ComPsych - Register online at: https://www.surveymonkey.com/r/LaughterHumorPlay	Landon State Office Building, Conference Room 509	All Employees	Professional comedians shouldn't be the only people to use smiling, laughter, humor & play as part of their daily routine. These skills are valuable for everyone. A good smile has long been a key tool for anyone who needs to influence others. Laughter is now shown to improve our pain tolerance. Humor & play can be the building blocks of problem-solving. Together they can improve our happiness & effectiveness.

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